The CLJ-CMS CUWG meeting was held via telephone conference on March 23, 2016.

Project Updates:

The acquisition plan and schedule has been finalized with the Steering Committee.

We are preparing the Request for Proposal (RFP) for review with Administrative Office of the Courts (AOC) management and the Project Steering Committee. The RFP will consist of a main proposal document and over 20 additional attachments, exhibits, and appendices. The technical requirements have been sent to Pierce County District Court and Kirkland Municipal Court's IT subject matter experts for their review and feedback.

The Project Team has hired three additional business process engineers and we are interviewing for an administrative secretary. We are in the process of contracting with a Quality Assurance vendor who will provide an independent oversight to the Judicial Information System Committee (JISC) and AOC leadership.

We continue to monitor resources against project work activities to ensure that project progress is not delayed or impacted due to resource over allocation. This is particularly of interest in areas where specialists in court business and contract administration are in high demand and low supply.

Next Steps:

We are continuing to work through April, compiling all the documents needed for the RFP to have them ready for full proposal review. We plan to start the document review gateways in May and continue these review cycles through July. We are planning to have a decision point and recommendation to proceed with the RFP for the August 2016 JISC meeting. If the JISC approves, we expect to publish the RFP in September.

Court Business Office (CBO) Report:

The business requirements have been finalized and are packaged and ready for procurement. Appendices related to those business requirements have also been completed. The appendices give examples to the vendor of what the court is looking for in terms of data, forms, and/or other sources of information.

The Team has been working with the project's solution architect making the technical requirements' language consistent with the business requirements. The technical requirements have had an internal review and will also have a peer review from 1-2 outside agencies as approved by the Steering Committee.

Glossary additions from previous meetings were approved and will be added into the RFP.

The Project Team will be doing some site visits toward the end of summer/early fall for the team to get familiar with current court practices. The focus will be on demographics (visiting small, medium, and large courts), visiting probation departments, and also looking at the different courts' accounting and calendaring practices.

The Project Team will not have any documents for review or issues requiring the assembly of the CUWG, so we will not be meeting in the month of April. The next meeting is tentatively scheduled for May 25-26, 2016.